

SECRET

Approved For Release 2002/01/30 : CIA-RDP80-00473A000800030003-2

DD/A Registry

77-3564

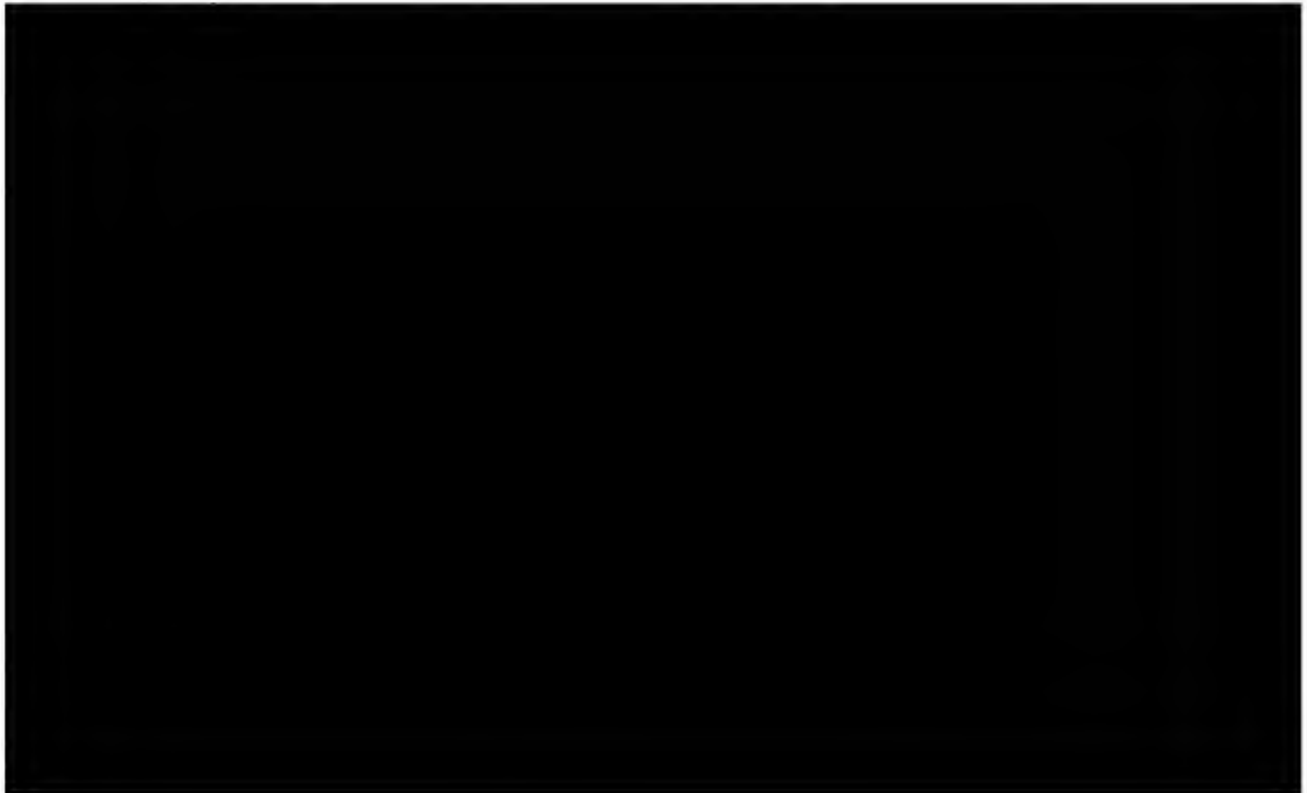
File Accounting 3-1

OGC Has Reviewed

17 JUN 1977

MEMORANDUM FOR: Deputy Director of Central Intelligence
VIA: Deputy Director for Administration
FROM: Thomas B. Yale
Director of Finance
SUBJECT: Steps Taken to Prevent the Overpayment of Officers
Under Nonofficial Cover (S)

1. (U) This memorandum is for your information only.
2. (S) When you recently approved the write-off of a portion of the indebtedness of [REDACTED] you asked for a paper "which examines possible steps that may be taken to prevent the recurrence of overpayments to officers under nonofficial cover." 25X1A
3. (S) In the summer of 1973 the Office of Finance lost 25 positions, 10 of which were taken from the Compensation Division. By 1975 the impact of this loss had surfaced in an increased incidence of errors in the pay of officers under nonofficial cover. 25X1C



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E-2 IMPDET
CL BY: 018569

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25X1C

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SECRET**DD/A Registry****File** *Accounting 3-1*

16 JUN 1977

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: John F. Blake
Deputy Director for Administration

SUBJECT: Revision of [REDACTED] Settlement of Accounts (U)

25X1A

1. (U) This memorandum is for your information only.

2. (S) When you recently approved the write-off of a portion of the indebtedness of [REDACTED] you requested that we revise [REDACTED] Settlement of Accounts, in coordination with the Office of General Counsel as recommended in its paper relating to the [REDACTED] case.

25X1A

3. (U) The Office of Finance has in process a comprehensive revision of [REDACTED] for the express purpose of including guidelines established by the Attorney General and the Comptroller General for the compromise of claims. That revision is nearly completed and will be coordinated with the Office of General Counsel.

/s/ Michael J. Malanick

JF John F. BlakeE2 IMPDET
CL BY 018569**SECRET**

SECRET

25X1A

SUBJECT: Revision of [REDACTED] Settlement of Accounts (U)

25X1A

ORIGINATOR:

[REDACTED]

Thomas B. Yale
Director of Finance

June 15, 1977
Date

Distribution:

Orig & 1 - Adse
→ 2 - DDA *Subject*
1 - ER
1 - D/OF

SECRET

SECRET

77-2245
Executive Registry
77-4176

22 APR 1977

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : John F. Blake
Deputy Director for AdministrationVIA : Chief, Central Cover Staff
General Counsel

SUBJECT : Settlement of Account of [REDACTED] 25X1A

REFERENCE : (a) Memo for DDA fm OGC dtd 12 Apr 1977, Subj: Settlement of Account of [REDACTED] 25X1A

(b) [REDACTED] 25X1A

(c) Memo for D/F fm C/EA dtd 8 Jan 1977, Subj: Damage Assessment and Request for Waiver of Salary Overpayment - Former Staff Agent [REDACTED] 25X1A

(d) Memo for DDCI fm DDA dtd 10 Nov 1976, Subj: Report of Investigation of Request for Waiver of Claim for Overpayment of Salary and Allowances

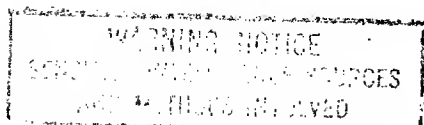
(e) Agreement by [REDACTED] to Repay \$6,000.00 dtd 31 Aug 1976 25X1A

1. Action Requested: Your approval under the authority of [REDACTED] to accept \$6,000.00 in settlement of an indebtedness of \$18,483.08 representing an overpayment of salary and allowances to [REDACTED] a former staff agent.

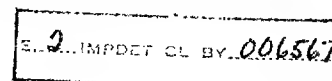
2. Basic Data:

a. Legal suit to collect the indebtedness could be expected to risk extensive damage to intelligence sources and methods.

[REDACTED]



SECRET



SECRET

SUBJECT: Settlement of Account of [REDACTED]

25X1A

b. The basic facts concerning the overpayment in this case were reflected in reference (d). You approved denial of the waiver request consistent with GAO standards on the presumption that [REDACTED] could reasonably have been expected to be aware of the possibility he was being overpaid.

c. The Agency is in possession of a signed statement by [REDACTED] agreeing to repay \$6,000.00 of the \$18,483.08 at the rate of \$50.00 per month. (Reference (e)).

3. Recommendation: Based on the foregoing, it is recommended that the Agency accept [REDACTED] offer to repay \$6,000.00 of the debt and that under the authority of 31 U.S.C. 952(b) and [REDACTED] you approve the write off of the remaining balance of \$12,483.08.

[REDACTED]

John F. Blake

Attachments
Refs

CONCUR:

Chief, Central Cover Staff

25 April 1977
Date

CONCUR:

General Counsel

28 April 77
Date

APPROVED: SEE ATTACHED PAGE

Deputy Director of Central Intelligence

Date

DISAPPROVED:

Deputy Director of Central Intelligence

Date

Distribution:

- 0 & 2 - Add. (Orig to be returned to D/F) w/a
- 2 - DDA w/a
- 1 - C/CCS w/a
- 1 - GC w/a
- 1 - OP wo/a
- 1 - AS wo/a
- 1 - OGC [REDACTED] wo/a

2

SECRET

SUBJECT: Settlement of Account of [REDACTED]

25X1A

The recommendation in Paragraph 3 is approved. In addition the DDA should:

a. Revise [REDACTED] in coordination with OGC, as recommended in Paragraph 7 of Reference (a), OGC 77-2346; and,

b. Prepare a paper for my review which examines possible steps that may be taken to prevent the recurrence of overpayments to officers under nonofficial cover.

[REDACTED]

25X1A

E. H. Knoche
Deputy Director of Central Intelligence

8 June '77

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

06C 77-2658

4-26-77

FROM:

EXTENSION

NO.

Deputy Director for Administration

5454

DATE

22 APR 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, Central Cover Staff
GH 44 HQS

4/25/77

H

For concurrence

2.

APR 1977

3. General Counsel
7 D 01 HQS

4/26/77

4/28/77

HWS

For concurrence

4.

5. Deputy Director for
Administration
7 D 26 HQS

4/29

B

6.

7.

8. Deputy Director of Central
Intelligence
7 D 6011 HQS

6/8

H

For approval

9.

10.

Deputy Director for Administration

09 JUN 1977

H

See Page three

11.

ADDA

6/10

H

11-12 See DDC's note. Please
take the necessary action. 25X1A
like to have a reply to be by
COB 17 June.
Orig to be returned

12.

Director of Finance
1212 Key

13 ADDA/Malanick:lm (10 June 1977)

Distribution:

Orig RS - DDA then D/OE for Action (Suspense: 17 June) w/Orig Att & DDGI

14.

1 RS - DDA Subject w/cy Att

1 RS - DDA Chrono

1 RS - MJM Chrono

Attachment: DDA 77-2245, Memo for DDGI from DDA
dated 22 Apr 77, Subject: Settlement of Account
ofHenda: Please
25 APR 1977FORM
3-62

610

USE PREVIOUS
EDITIONS

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CAREER TRAINING PROGRAM

4.5.00 77

4 February 1977

CAREER TRAINING PROGRAM

Purpose: Selection, training and early career development of a of a small number (10-15% of professionals hired) of junior professionals who have the potential to assume top managerial positions. Supplements but does not supplant the Agency's direct hiring of professionals. Program is currently the DDO's source of future case officers.

History: 9 July 1951 - 1st class of 16 men and 1 woman-- 26th year. Total entered [REDACTED] 12% female). On board today - [REDACTED] (58%). Figure is suspect, for computer run shows as separated those who resign to assume non-official cover or contract positions.

<u>Assigned:</u>	<u>Number</u>	<u>%</u>	<u>Ave. Age</u>	<u>Ave. Grade</u>
DDO	[REDACTED]	73	37.8	12.6
DDI	[REDACTED]	15	36.2	12.9
DDA	[REDACTED]	7	37.8	12.9
DDS&T	[REDACTED]	4	37.8	13.1
ODCI	[REDACTED]	1	40.7	14.5
		100	37.6	12.7

* Of this number [REDACTED] are Chiefs of Station or Base.

** Does not include those CTs still on OTR rolls.

Selection: Via recruiters, skills bank, direct application; e.g., over 600 files reviewed to select 200 applicants for interview--of which 22 selected for September 1975 Class.

Criteria: Primary emphasis is on personal characteristics; i.e., intellectual ability as shown by academic record, integrity, leadership ability, emotional stability, adaptability, and versatility, motivation to national service and the intelligence profession, plus a demonstrated interest in world affairs. Writing ability and language proficiency and/or strong aptitude is sought.

In selecting a potential operations officer a judgment is made that the aspirant has the ability to recruit and handle agents.

In selecting a potential analyst we look for the ability to think quickly, to conceptualize, to be objective, and to work under pressure.

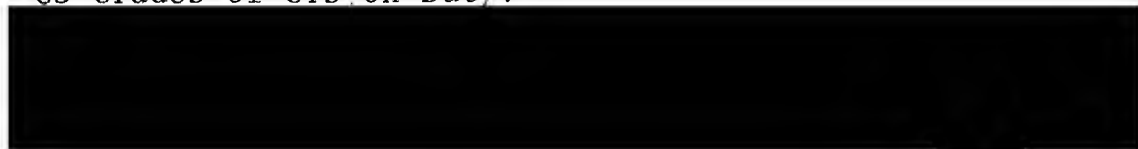
Training: A sequenced program of regular OTR courses interspersed by two three-month interim assignments. Two classes (January & June) per year total approximately 50 CTs. Time in training totals 58 weeks for DDO officers; 41 weeks for those assigned to DDI, DDS&T and DDA.

Typical Class:

Size - 25	Military Experience - 50%
Average Age - 27	Internals - 20%
Average Grade - 9.5	Competence in 1 language - 90+%
Graduate Work - 75%	
Females - 20%	
Minorities - 5-10%	

OTR Staff: Five professionals (2-DDO, 1-DDI, 2-OTR) plus three clericals take up where recruiters stop to select, assign, monitor, and counsel CTs for up to two-year period.

GS Grades of CTs on Duty:



Language Capacity: During Fiscal Years 72-75, CTs EOD. These CTs possessed 191 tested language proficiencies at elementary to native levels. Only ten CTs (or 40%) had no language capability. 54% tested at elementary through native speaking levels and 75% in reading in at least one language. At elementary through native reading levels, 23% had 2 languages; 4% 3 languages; 2% 4 languages; and 1% 5 languages. At elementary through native speaking levels 11% had 2 languages; 3% 3 languages; and 1% 4 languages.

The estimated savings by recruiting foreign language skills versus training after recruitment for FYs 73 and 74 is \$1,638,000. Some of the language skills could not be duplicated through training such as native Ukrainian, which one CT brought to the Agency.

Current Requirements by Directorates per Year:

DDO - 30 (which includes 7-10 for Pilot Program)
DDI - 12-14
DDS&T - 2-3
DDA - 4-5
Total 48-52

Evaluation: A recent comparison between CTs and other Agency professionals promoted during FY 75 indicates CTs spend less time moving from EOD grade to '75 grade level than non-CT professionals. Differences ranged from 20-66 months in the DDO. Less difference found in other Directorates.

4 February 1977

SURVEY OF RECENT CAREER TRAINEE (CT) CLASSES

The Career Training Program continues to provide the Agency with high quality young professionals selected on the basis of ever evolving but more rigorous standards than in the past.

A hallmark of the Career Training Program is the consistently high quality of selectees. The attached statistics attest to the maintenance of that level of excellence over the years. They examine the last three classes on the basis of schools attended, graduate degrees, military and work experience, language capability and foreign orientation. In addition, the Program applies special non-quantifiable criteria to determine such qualities as interpersonal skills, native intelligence and analytical ability. There has been no lessening of established standards. In fact, more rigorous selection standards continue to be applied in response to the Agency's evolving role, increasing responsibilities and declining size. An inescapable conclusion is that the 48 CTs selected in calendar year 1975 and the 50 selected in 1976 endured more scrutiny in the selection process than did the 247 admitted in 1968. Thus, while class size has diminished, quality remains high.

The stringent selection process for a recent class (April 1976) typifies the close attention paid both to the established standards and evolving criteria. For example, the DDO target requirement for the April class was set at 20 externally recruited candidates. The CT staff identified only 13 candidates from more than 150 interviewed. The staff could have easily selected 20, had standards been lowered. They were not.

CT classes continue to reflect the Program's policy of choosing high caliber candidates from a broad spectrum of colleges and universities, both American and foreign. Furthermore, CTs must also achieve excellence on the

Agency's professional aptitude test and be examined against more stringent psychological requirements than the average Agency employee. Indeed, the Psychological Services Staff reports that examination scores of CTs significantly exceed those of the college student norm group on 14 of the 18 personality scales.

It should be noted that the percentage of CTs with prior relevant military service in intelligence work remains roughly the same. CT language proficiency continues at a high level.

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Survey of C-1 Classes

(Jul 72 - Apr 76 Classes)

	<u>Apr 76</u>	<u>Sep 75</u>	<u>Jan 75</u>	<u>Jul 74</u>	<u>Jan 74</u>	<u>Jul 73</u>	<u>Jan 73</u>	<u>Jul 72</u>
CT Class Members	20	22	26	34	33	28	28	30
Average Age	28.6	27	27	27	26	26	27	28
Total Different Foreign Languages	14	19	14	12	11	13	15	14
Foreign Languages-- Operational Proficiencies*	8	8	11	8	18	16	18	10
Graduate Degrees	13(65%)	13(59%)	22(85%)	24(71%)	16(48%)	16(57%)	16(57%)	14(47%)
Graduate Study	9 (5%)	4 (2%)	4 (2%)	4 (1%)	5 (2%)	11 (39%)	4 (1%)	10(33%)
Military Service**	61%	74%	76%	64%	44%	50%	66%	50%

*Intermediate - Native

**Male CTs only

Colleges and Universities

Degree(s)

American U.	MA (2)
American Graduate School of Int'l. Mgt.	MIM
Boston U.	BA
Boston College Law School	JD
Dickinson College	BA
DePauw U.	BA
East Texas Baptist College	BM
George Washington U.	BA (3)
Indiana U.	BA
Indiana U. Graduate School	MA
Kilgore Jr. College	AA
Occidental College	BA
Ohio State U.	MA
Pasadena City College	AA
Purdue U.	BA (2)
Rutgers U.	BA
St. Procopius College	BA
Syracuse U.	MA, PhD
San Francisco State	BA
College of Wooster	BA
Tulane U.	BA (2)
U.S. Air Force Academy	BS
U.S. Military Academy	BS
U. of Florida	BA
U. of Illinois	MA
U. of Michigan	BA
U. of Pennsylvania	MA
U. of Texas	MA
U. of Washington	BA (2), MA
U. of Wisconsin	BS (3), BA, MA
William and Mary College	BA

25X1A



Magna Cum Laude 1
Distinction 1

SEPTEMBER 1975 CT CLASSColleges and UniversitiesDegree(s)

American U.	BA
Baylor U.	BA
Brown U.	BA
Emory U.	MA
Fletcher School of Law and Diplomacy	MALD
Florida State U.	BA
George Mason College	BA
Georgetown U.	BSFS
Harvard U.	MA (2), PhD
Indiana U.	BA (2)
Johns Hopkins U.	MA
Kenyon College	BA
Norwich U.	BA
Pennsylvania State U.	BA
Regis College	BA
Rutgers U.	BA, JD
Snow College	AS
Southern Connecticut State College	Teaching Certificate
U.S. Air Force Academy	BS
U. of Alabama	BA
U. of California	BA
U. of Colorado	BA
U. of Evansville	BA
U. of Massachusetts	MA
U. of Notre Dame	BA, BS
U. of Southern California	MA (2), MS
U. of Tennessee	BA
U. of West Florida	MBA
U. of Wisconsin	BA
Utah State U.	BS

25X1A



Summa Cum Laude	2
Magna Cum Laude	2
Cum Laude	2
Phi Beta Kappa	1
Fullbright-Hays Scholar	1

JANUARY 1975 CT CLASSColleges and UniversitiesDegree(s)

Adirondack Community College	AA
American U.	BA
Bowling Green U.	BA
California State U.	BA
California Western Law	JD
Castleton State College	BA
Duke U.	BA (2)
Fletcher School of Law and Diplomacy	MA, MALD
Fordham U.	BA
Immaculata College	BA
Indiana U.	BA, MA, PhD
Johns Hopkins U.	MA, PhD
New College of Sarasota	BA
Northern Illinois U.	BS
Ohio Wesleyan U.	BA
Purdue U.	BA
Smith College	BA
Stanford U.	BA
Thiel College	BA
U. of Chicago	MA
U. of Delaware	MA
U. of Denver	JD, MA
U. of Florida	BA, MAT
U. of Illinois	MS
U. of Kentucky	MA
U. of Minnesota	BA, MA
U. of Missouri	MA, BJ
U. of North Carolina	BA, MA
U. of Pittsburgh	MA
U. of Southern California	MA
U. of Wisconsin	MA, PhD
Vanderbilt U.	BA

25X1A



Phi Beta Kappa	3
Magna Cum Laude	1
Cum Laude	1
Distinction	1

Foreign Languages of April 1976 CT Class

	<u>Tested</u>		<u>Untested (Claimed)</u>	
	<u>*Operational</u>	<u>Elem-Slight</u>	<u>*Operational</u>	<u>Elem-Slight</u>
German		3	2	2
French	1	1	1	7
Russian	1	2		2
Italian		1		
Spanish			1	2
Romanian		1		
Chinese			1	
Vietnamese				1
Arabic			1	1
Polish				1
Serbo-Croatian		1		
Persian				2
Thai				1
Korean				1
	<u>2</u>	<u>9</u>	<u>6</u>	<u>20</u>

*Intermediate-Native

Language Proficiencies are based on the Speaking level
or Reading only--if Speaking is not tested.

Foreign Languages of September 75 Class

	<u>*Operational</u>	<u>Tested</u> <u>Elementary-Slight</u>
Spanish	1	2
French	3	7
German	1	2
Vietnamese	1	
Russian	1	1
Italian		1
Czech		1
Rumanian	1	
Chinese	<u>8</u>	<u>2</u> 16

*Intermediate-Native

Language Proficiencies are based on the Speaking level
or Reading only--if Speaking is not tested.

Foreign Languages of January 75 CT Class

	<u>*Operational</u>	<u>Tested</u> <u>Elementary-Slight</u>
Vietnamese		1
German	2	6
Polish	1	
French	2	9
Italian	2	
Portuguese	1	
Chinese		1
Spanish	2	8
Russian	1	
Japanese		2
Serbo-Croatian	<u>11</u>	<u>1</u> 28

*Intermediate-Native

Language Proficiencies are based on the Speaking level
or Reading only--if speaking is not tested.

Next 2 Page(s) In Document Exempt

Non-Military Work Experience

(Selective Samples)

University Instructors (5)

Senior Research Assistant, National Science Foundation.

Music Librarian and Concert Manager.

College Gymnastics Coach.

High School Teacher.

Research Consultant, [REDACTED]

25X1A

Flight Instructor.

Photo Journalist.

Radio Station Manager.

Radio Announcer.

Police Officer.

USIA Exhibit Guide in USSR.

Tour Advisor to University Students on Tour in USSR.

Editor-reporter on town newspaper.

Account executive for management recruiters.

Account executive for [REDACTED]

25X1A

Stock Broker/ Branch Manager.

Officer Manager - tool company.

Non-Military Work Experience

(Selective Samples)

FBI Special Agent.

Director, Community Development, California city.

California County Planner.

Department of the Army, Intelligence Research Specialist.

College French Teacher.

Consultant for Court Administrator, New Jersey city.

Assistant Manger, retail store.

Private Investigator.

Manager Photography Store.

Newspaper Reporter.

High School History Teacher.

Congressional Clerk.

President, U.S. Affiliate, International Association of
Students of Economics and Business Administration.

Non-Military Work Experience

(Selective Samples)

Guidance counsellor at an American school abroad.

Analyst for a foreign embassy in Washington, D. C.

Sports stringer for a newspaper.

Paleobotany research assistant.

Public affairs reporter and editorial writer.

Bank clerk.

College teacher and market analyst.

Senatorial case worker.

State public welfare worker.

Accident control manager.

Newspaper columnist (dream analysis).

PERMANENT ASSIGNMENTS

Class	DDO	DDI	DDS&T	DDA	ODCI
January 1975 (25 CTs)*	EA - 2 LA - 4 AF - 4 EUR - 3 SE - 1 DCD - 1	OCI - 2 OSR - 3 3	NPIC - 1	-0-	-0-
*1 resigned					
Totals	15	8	1	-0-	-0-

Class	DDO	DDI	DDS&T	DDA	ODCI
September 1975 (22 CTs)*	EA - 3 LA - 3 AF - 2 EUR - 2 DCD - 1 NE - 2	OSR - 2 IAS - 1 OCI - 1	NPIC - 2	Fin - 1	OGC - 1
*1 resigned					
Totals	13	4	2	1	1

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